



Approvals and Administrative Assistant

Full time, Finch, Ontario

Hours: Monday - Friday (8:00 a.m.- 4:00 p.m.)

Start Date: December 2021

Salary: To be evaluated based on experience and credentials

At South Nation Conservation (SNC) you will be immersed in a diverse professional environment, where you will thrive in a multi-disciplinary community that includes engineers, planners, biologists, foresters, and GIS technicians.

SNC's strength lies in our experience performing and applying cutting edge science and research at the community level. Our entrepreneurial culture is a dynamic combination of government and private sector approaches, where you will lead innovative projects to protect and enhance our local environment.

POSITION DETAILS:

The Approvals and Administrative Assistant is responsible for front desk customer service and administrative support for septic, regulation, and planning applications. The position is based in our Finch office and reports to the Director, Organization Effectiveness.

WHAT YOU OFFER:

- Post-secondary education in administration, or related discipline.
- Knowledge of basic forestry, fishery, water and conservation qualities and issues.
- Knowledge of provincial legislation relating to the *Conservation Authorities Act*, *Planning Act*, *Ontario Building Code/Act* is an asset.
- Experience working with the general public.
- Excellent organizational, interpersonal and customer service skills.
- Excellent verbal and written communication skills.
- Excellent with computers including Microsoft Office programs.
- Enthusiasm, determination, and the ability to work independently.
- Bilingualism (French and English) is a significant asset.
- Valid Class "G" Driver's License.





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WHAT WE OFFER:

- You will join an organization with 75 years of history.
- You will work for an organization that places tremendous value on the professional and personal development of its employees.
- You will have the opportunity to work with a solutions-focused team and to develop your skills.
- A comprehensive compensation package.

LOCATION:

The SNC office is in a rural location in Finch, Ontario, southeast of Ottawa. The successful candidate must have reliable transportation.

SUBMISSION INFORMATION:

This posting is open until filled.

Forward a Resume and Cover letter by **8:00 am on December 2nd, 2021** to:

Carl Bickerdike
cbickerdike@nation.on.ca

Please quote 'Approvals and Administrative Assistant' in the subject line. Submitted resumes must be in Word or pdf format.

Thank you for your interest in South Nation Conservation; however only those candidates selected for an interview will be contacted.